

SINGLE-ROOM OCCUPANCY (SRO) PREDEVELOPMENT GRANT APPLICATION

The SRO Predevelopment Grant Fund is targeted specifically for the development of single-room occupancy facilities. This grant is designed to provide financial assistance during the initial research stages of development. This application and subsequent award are designed to result in written studies to determine the feasibility of proposals for developing SRO projects.

SRO Predevelopment funds will be disbursed on a reimbursement basis based on actual invoices for services performed (i.e. Architectural/Engineering, Legal, Consultation, Environmental services, etc. - see section F for more examples). The payment request form at the end of the application must be used when requesting funds for reimbursement. Funds will only be disbursed with attached invoices indicating the type of services rendered or contracted as approved in the preliminary budget request. Awards are available up to \$50,000 per project. A total of \$300,000 has been dedicated to this fund, and the funds are available on a statewide basis.

THIS COMPLETED PAGE SHALL SERVE AS THE APPLICATION COVER SHEET.

PROJECT NAME _____

PROJECT LOCATION (city or county) _____

PROJECT ADDRESS (include zip code): _____

APPLICANT NAME (organization or project developer) _____

CONTACT PERSON NAME _____

CONTACT PERSON ADDRESS (include zip code) _____

CONTACT PERSON PHONE # _____

SECTION A.

FUNDS REQUESTED

Total Predevelopment Grant Request \$ _____

10% of the award will be withheld until the complete results of the study are received by DHCD. All the costs for work to be reimbursed must be submitted by this date including a profit and loss statement.

ACTIVITY

- ☐ New Construction
☐ Acquisition/Rehabilitation

UNITS

Of Proposed Units (Total) # Of Accessible Units

Please provide a breakdown on the number of proposed units.

INCOME CATEGORIES

	Current Income Level	Number of Units
Under 30% of median income		
30-50% of median income		
51-60% of median income		
61-80% of median income		
Other		

SECTION B. PROJECT DESCRIPTION

Attach a detailed description of the proposed project:

Describe why these funds are needed and outline the need and projected impact of the overall project on the target population and the community. For projects that include the provision of services describe what services will be provided, by whom and how funded.

SECTION C: NEIGHBORHOOD DESCRIPTION

Provide the following Neighborhood Information:

Provide information on the area in which the property is located; describe the surrounding land uses (type, condition, age); note any significant improvements or deterioration of surrounding land uses; detail major roadways that impact the property; identify where residents are likely to shop; identify where subject is in relation to the Central Business District, office/industrial parks, identify major employers and employment centers.

SECTION D: SITE SUMMARY

Provide the following Site Information:

Site Layout, shape, topo, unusual features, utilities, frontage, entrance sign location, size, etc.); Current zoning information (and any proposed zoning changes); Include copies of Purchase Contracts/Options/Deeds, etc., if any.

Also include the following in your application:

- ☐ Ingress/egress street view photographs
- ☐ Neighborhood photographs

SECTION E: ORGANIZATIONAL INFORMATION

Provide the following Organizational Information:

- ☐- Organizational history & resumes of staff
- ☐- Non-profits must attach 501(c)2, 501(c)3 or 501(c)4 Internal Revenue Service determination letter
- ☐- Identify any relationship, direct or indirect, between the Borrowing Entity and the seller of the site of the development

**SECTION F: PROJECTED BUDGET FOR THE PREDEVELOPMENT ACTIVITIES
IDENTIFIED IN THIS APPLICATION**

Name of Project

Date

Eligible Activities	Cost
1. Feasibility Study	
2. Marketing Study	
3. Consulting Fees	
4. Preliminary Financial	
5. Environmental Assessment	
6. Legal Fees	
7. Preliminary Architectural Fees	
8. Preliminary Engineering Fees	
9. Historic Review	
10. Option on Property	
11. Boundary Survey	
12. Soil Testing	
13. Title Search	
14. Zoning/Rezoning Approval Fees	
15. Other Fees (Identify Below):	
TOTAL	

General Notes:

- The total cost on this worksheet should match the total on the grant request.
- This list reflects common predevelopment expenses, and every project may not require all of these activities/costs. Please leave those activities for which you will not incur expenses blank.
- Identify other predevelopment activities anticipated for your project in space under “Other Fees”.

Notes Pertaining To Specific Activities Listed Above:

- Legal Fees must be reasonable and specifically related to the work required to permit and or acquire control of the property planned for development.
- Only third party Consulting Fees will be allowed.

Grant Requests are limited to a maximum of \$50,000 total per project.

SECTION G: ORGANIZATIONAL ASSESSMENT

Name of Organization: _____					
Type of Housing: _____					
Organizational Operations					
How long has the organization been incorporated in the Commonwealth?	<input type="checkbox"/> Not Incorporated Yet	<input type="checkbox"/> Less than 3 Years	<input type="checkbox"/> 3- 5 Years	<input type="checkbox"/> 5-10 Years	<input type="checkbox"/> 10+ Years
How long has the organization had 501(c)3 status?	<input type="checkbox"/> Don't Have Yet	<input type="checkbox"/> Less than 3 Years	<input type="checkbox"/> 3- 5 Years	<input type="checkbox"/> 5-10 Years	<input type="checkbox"/> 10+ Years
How is the primary service area characterized?	<input type="checkbox"/> Rural	<input type="checkbox"/> Small Town	<input type="checkbox"/> Urban/City	<input type="checkbox"/> Suburban	<input type="checkbox"/> Neighborhood
How often does the board of directors meet?	<input type="checkbox"/> Not formed yet	<input type="checkbox"/> Annually	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Monthly	<input type="checkbox"/> More frequent than monthly
If the organization is sponsored by or affiliated with another organization, what type of organization is it?	<input type="checkbox"/> For Profit	<input type="checkbox"/> Religious Organization	<input type="checkbox"/> Housing Authority	<input type="checkbox"/> Local Government or PDC	<input type="checkbox"/> Nonprofit
Was an audit conducted of the financial systems during your last fiscal year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
How many full-time employees does the organization have?	<input type="checkbox"/> None	<input type="checkbox"/> 1	<input type="checkbox"/> 2-4	<input type="checkbox"/> 5-10	<input type="checkbox"/> 10+
Financial					
Were there management or compliance findings in the last two years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Are findings resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
How many part-time employees does the organization have?	<input type="checkbox"/> None	<input type="checkbox"/> 1	<input type="checkbox"/> 2-4	<input type="checkbox"/> 5-10	<input type="checkbox"/> 10+
If the Executive Director/CEO is an employee, what is his/her salary range?	<input type="checkbox"/> Volunteer	<input type="checkbox"/> < \$20,000	<input type="checkbox"/> \$20,000 - \$30,000	<input type="checkbox"/> \$30,001 - \$40,000	<input type="checkbox"/> \$40,000+
If the Executive Director/CEO is an independent contractor, what is his/her fee?	<input type="checkbox"/> Volunteer	<input type="checkbox"/> < \$20,000	<input type="checkbox"/> \$20,000 - \$30,000	<input type="checkbox"/> \$30,001 - \$40,000	<input type="checkbox"/> \$40,000+
How many hours per week is the Executive/CEO paid to work?	<input type="checkbox"/> < 10	<input type="checkbox"/> 10 – 20	<input type="checkbox"/> 21 - 30	<input type="checkbox"/> 31 - 40	<input type="checkbox"/> 40+
What was the total operating budget for your last fiscal year?	<input type="checkbox"/> <\$25,000	<input type="checkbox"/> \$25,000 - \$75,000	<input type="checkbox"/> \$75,000- \$150,000	<input type="checkbox"/> \$150,000 - \$250,000	<input type="checkbox"/> \$250,000+
Does the organization do annual budgeting of its operation and all activities or programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Does it track and report budget v. actual income and expenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
What was the project budget for the last fiscal year?	<input type="checkbox"/> <\$100,000	<input type="checkbox"/> \$100,000- \$500,000	<input type="checkbox"/> \$500,000 - \$1,000,000	<input type="checkbox"/> \$1,000,000 - \$2,000,000	<input type="checkbox"/> \$2,000,000+

What percent of the operating budget came from government sources (local/state/federal) during your last fiscal year?	<input type="checkbox"/> 0	<input type="checkbox"/> <25%	<input type="checkbox"/> 25%-50%	<input type="checkbox"/> 50%-75%	<input type="checkbox"/> 75% - 100%
What percent of the operating budget came from private contributions (individual donor, corporate, foundation) during your last fiscal year?	<input type="checkbox"/> 0	<input type="checkbox"/> <25%	<input type="checkbox"/> 25%-50%	<input type="checkbox"/> 50%-75%	<input type="checkbox"/> 75% - 100%
What percent of the operating budget came from earned income (project proceeds, fees, etc) during your last fiscal year?	<input type="checkbox"/> 0	<input type="checkbox"/> <25%	<input type="checkbox"/> 25%-50%	<input type="checkbox"/> 50%-75%	<input type="checkbox"/> 75% - 100%
If the organization develops housing, what percent of the organization's resources are dedicated to housing activities?	<input type="checkbox"/> 100%	<input type="checkbox"/> 99% - 75%	<input type="checkbox"/> 74% - 50%	<input type="checkbox"/> 49% - 25%	<input type="checkbox"/> < 25%
What other activities does the organization engage in?	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Child Care & Development	<input type="checkbox"/> Adult Education & Training	<input type="checkbox"/> Other (Describe)	
Does the organization have Internet access? (Not individuals, but the organization)	<input type="checkbox"/> Not formed yet	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Where is the main organization office located?	<input type="checkbox"/> Not formed yet	<input type="checkbox"/> In Someone's home	<input type="checkbox"/> In a rented commercial space	<input type="checkbox"/> In a building the organization owns or is buying	
What stage of development is the organization in?	<input type="checkbox"/> Forming	<input type="checkbox"/> Growing	<input type="checkbox"/> Maintaining	<input type="checkbox"/> Declining	
What area of the state is or will the organization be located in?	<input type="checkbox"/> Southside <input type="checkbox"/> Piedmont	<input type="checkbox"/> Southwest <input type="checkbox"/> Central	<input type="checkbox"/> Northern VA <input type="checkbox"/> Shenandoah	<input type="checkbox"/> Tidewater <input type="checkbox"/> Rappahannock	<input type="checkbox"/> Middle Peninsula or Northern Neck
Board Governance					
Has the organization produced a strategic plan that specifies an action plan for housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Has there been stability/continuity of board members over the last several years?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Does the board have a committee structure or other means of overseeing planning and development?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Do board members have professional skills directly relevant to housing development (e.g. real estate, legal, architecture, finance, management)?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other board issues:					

Are current plans well grounded in an understanding of current housing conditions, housing needs, and supportive services? Has the organization done any analyses of the local housing market and the housing needs of low-income households?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How strong is the organization's relationship with the local government?	<input type="checkbox"/> Strong <input type="checkbox"/> Adequate <input type="checkbox"/> Needs Improving
How strongly does local government support the organizations housing activities?	<input type="checkbox"/> Strong <input type="checkbox"/> Adequate <input type="checkbox"/> Needs Improving
Other community issues:	
Project Development	
Has the organization identified a site, property or building to develop?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can construction begin within 18-24 months of the signed pre-development commitment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the current corporation structure support housing development activities, or is there a need for a subsidiary or other organizational structure for future development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the current management have the ability to manage additional development activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the corporate lines of authority for development activities clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are policies and procedures in place governing development activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization have procedures for monitoring the progress of a project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does it have the capacity to monitor project-level cash flow and schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does it have staff that are assigned responsibilities for housing development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are personnel policies and job descriptions clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No

How strong are the staff in the following areas?			
a. Legal/financial aspects of housing development	<input type="checkbox"/> Strong	<input type="checkbox"/> Adequate	<input type="checkbox"/> Needs Improving
b. Management of real estate development	<input type="checkbox"/> Strong	<input type="checkbox"/> Adequate	<input type="checkbox"/> Needs Improving
c. Oversight of design & construction management	<input type="checkbox"/> Strong	<input type="checkbox"/> Adequate	<input type="checkbox"/> Needs Improving
d. Marketing, intake	<input type="checkbox"/> Strong	<input type="checkbox"/> Adequate	<input type="checkbox"/> Needs Improving
e. Property management (if app)	<input type="checkbox"/> Strong	<input type="checkbox"/> Adequate	<input type="checkbox"/> Needs Improving
Does the organization have access to and make use of qualified development consultants?	<input type="checkbox"/> Often	<input type="checkbox"/> Seldom	
How well do consultants interact with staff?	<input type="checkbox"/> Very good	<input type="checkbox"/> Adequate	<input type="checkbox"/> Needs Improving
Is the consulting focus on training staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the organization have funds available as equity housing development projects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the organization have the ability to raise funds for the capital requirements of a project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
How strong are relationships with funders of housing?	<input type="checkbox"/> Strong	<input type="checkbox"/> Adequate	<input type="checkbox"/> Needs Improving
With lenders?	<input type="checkbox"/> Strong	<input type="checkbox"/> Adequate	<input type="checkbox"/> Needs Improving
Has the organization applied for or received any commitments and/or any permanent financing for the physical development of the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the organization met with local town, city or county officials regarding this type of project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If the organization pursues housing development, what other activities are likely to suffer or not be able to be pursued due to the effort required for the development?			
Other Capacity Issues:			

Recommendations (DHCD Staff Use) :

**SRO PREDEVELOPMENT GRANT FUND
REQUEST FOR REIMBURSEMENT**

(Complete one for each invoice)

Request # _____

Date of Request _____

1. Grant Recipient

Contract #:
Agency Name:
Federal Tax #:

2. Vendor To Be Paid: Invoices and/ or receipts, must be attached as proof of fees charged

Company to be Paid:
Federal Tax # (Must Have):
Mailing Address:
Contact Person:
Telephone:

3. Amount To Be Paid To Vendor: _____

4. Where to Deduct Funds From Grant Budget

Line Item Name	Grant Budget	Amount of grant Requested	This Request	Line Item Balance	Balance Left in Total Grant

I certify the above work has been completed and believe the fees charged are accurate.

Signed: _____ Title: _____

DHCD USE ONLY

Cost Code: 525 Project Code: 79525 Amount to be charged: _____

Payment Request Reviewed and

Authorized By: _____ Date: _____

Voucher Reviewed and

Approved By: _____ Date: _____